



1999-007541

The Secretary of Energy

Washington, DC 20585

January 21, 2000

MEMORANDUM FOR ALL DEPARTMENTAL ELEMENTS

FROM:

BILL RICHARDSON

A handwritten signature of Bill Richardson in black ink.

SUBJECT:

Implementation of Executive Order 13101,
"Greening the Government Through Waste
Prevention, Recycling, and Federal Acquisition"

Executive Order 13101, entitled "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition," assigns the head of each Federal agency the responsibility to incorporate waste prevention and recycling into the agency's daily operations and to increase and expand markets for recovered materials through greater Federal Government preference and demand for such products.

This Executive Order, signed by the President on September 14, 1998, requires the Department of Energy to establish long-term goals for waste prevention and recycling and for buying environmentally preferable products. Executive Order 13123, "Greening the Government through Efficient Energy Management" was signed by the President on June 3, 1999, and I expect additional "Greening the Government" Executive Orders to be signed in the near future. We must work to integrate all of these new requirements into our everyday operations. As a first step, on November 12, 1999, I established pollution prevention and energy efficiency leadership goals to be achieved by 2005 and 2010.

Under Executive Order 13101, the Department is committed to pursuing specific activities and tasks. These commitments, and the associated assignments of responsibilities, are shown in the attachment to this memorandum. I am directing that each Departmental Element undertake activities to ensure that adequate resources are provided so that these commitments will be met. This action has received Field Management Council review and has been approved for release.

Dan Reicher, the Department's Environmental Executive and Assistant Secretary for Energy Efficiency and Renewable Energy, will oversee implementation of Executive Order 13101. Please give him your full support to ensure the Department's success in this important national initiative.

Attachment



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**DEPARTMENT OF ENERGY (DOE) COMMITMENTS AND
RESPONSIBILITIES
FOR IMPLEMENTING EXECUTIVE ORDER 13101**

Under Executive Order 13101, the Department is committed to incorporating waste prevention, recycling, and purchasing environmentally preferable products into its daily operations through the following actions:

- (1) Ensure that 100% of DOE purchases of EPA-designated items are acquired with recovered content (affirmative procurement), unless there is written justification that the product is not available competitively, within a reasonable time frame, does not meet appropriate performance standards, or is available only at an unreasonable price (purchases of \$2,500 or less are exempt from written justification).
- (2) Establish goals for waste prevention, recycling, and affirmative procurement to be achieved by 2005 and 2010.
- (3) Develop a DOE-specific strategic plan based on the government-wide Waste Prevention and Recycling Strategic Plan.
- (4) Update DOE's Affirmative Procurement Program policy guidance within one year of EPA designation of new items.
- (5) Develop a plan to retain and use the proceeds from the sale of recyclables.
- (6) Designate a recycling coordinator for each facility. The recycling coordinator shall implement the waste prevention and recycling programs in the Department's strategic plan.
- (7) Discontinue all purchases of printing and writing paper with less than 30% postconsumer fiber. If paper containing 30% postconsumer material is not reasonably available, does not meet reasonable performance requirements, or is only available at an unreasonable price, then paper containing no less than 20% postconsumer material may be purchased.
- (8) Provide training to program and procurement personnel on the requirements of EO 13101.
- (9) Maintain an Agency-wide Awards Program for waste reduction, recycling, and affirmative procurement.
- (10) Estimate purchases of USDA-listed, bio-based products and annually report to the Secretary of Agriculture.
- (11) Annually report progress on plan implementation, including purchases of EPA-designated products and goals progress, to the

Office of Management and Budget and the Federal
Environmental Executive.

ASSIGNMENT OF DOE RESPONSIBILITIES

To meet Federal commitments under Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition," the Secretary of Energy assigns the following responsibilities:

Each Program Secretarial Officer, in coordination with DOE Operations/Field Office Managers, shall:

- issue policy and planning guidance to implement DOE's Waste Prevention and Recycling Strategic Plan, including meeting DOE's goals;
- ensure that reporting sites acquire 100% of DOE purchases of EPA-designated items with recovered content, unless there is written justification that the product is not available competitively, within a reasonable time frame, does not meet appropriate performance standards, or is available only at an unreasonable price.
- submit all required reports, plans, and data to the Office of Environmental Management for Departmental integration and DOE-wide reporting; and,
- oversee progress of Operations/Field Offices in meeting the requirements of DOE's Waste Prevention and Recycling Strategic Plan and Executive Order 13101, and provide recognition, or take corrective actions, as necessary.

Each DOE Operations/Field Office Manager, in coordination with their reporting sites and Program Secretarial Officer, shall:

- implement DOE's Waste Prevention and Recycling Strategic Plan, including meeting the Department's goals;
- ensure that each site acquires 100% of DOE purchases of EPA-designated items with recovered content. The only exception is where written justification is kept on file and documented in that site's annual Executive Order 13101 report (purchases of \$2,500 or less are exempt from written justification);
- ensure that sites prevent waste, maximize the success of recycling programs, and acquire environmentally preferable products to the greatest extent practicable, including items with recovered content and bio-based products;
- direct printing and writing paper be purchased with at least 30% postconsumer content;

- include the requirements of Executive Order 13101 and DOE's Waste Prevention and Recycling Strategic Plan in all site facility management contracts;
- designate a recycling coordinator at each site with responsibility to implement DOE's Waste Prevention and Recycling Strategic Plan;
- submit all required site reports, plans, and data to the Office of Environmental Management for Departmental integration and DOE-wide reporting with copies to the Program Secretarial Officer; and
- perform self-evaluations of progress in meeting the requirements of DOE's Waste Prevention and Recycling Strategic Plan and Executive Order 13101, and submit annual evaluation reports to the cognizant Program Secretarial Officers and DOE's Environmental Executive.

The DOE Environmental Executive, in coordination with other departmental elements, shall:

- develop and coordinate adoption of DOE-wide goals for waste prevention, recycling, and affirmative procurement to be achieved by the end of Fiscal Years 2005 and 2010;
- update the Department's Affirmative Procurement Program policy guidance within one year of EPA designation of new items;
- conduct an annual Awards Program for waste prevention, recycling, and purchasing of environmentally preferable products;
- develop and coordinate training for program staff on the requirements of Executive Order 13101;
- lead the Department's implementation of the Order;
- develop and coordinate DOE's Waste Prevention and Recycling Strategic Plan to implement the Order;
- annually report progress on plan implementation, purchases of EPA-designated products and goals progress to the Federal Environmental Executive and the Office of Management and Budget;
- estimate and annually report purchases of USDA-listed bio-based products to the Secretary of Agriculture; and,
- submit annual progress reports to the Secretary of Energy.

The Director of Management and Administration, in coordination with other departmental elements, shall:

- serve as the procurement coordination point of contact for all procurement related matters for Headquarters and field federal staff;
- develop and coordinate the Department's Affirmative Procurement Program requirements for procurement staff;
- provide training to procurement staff on the requirements of Executive Order 13101;
- revise the Department of Energy Acquisition Regulations to reflect the requirements of Executive Order 13101; and,
- develop procurement strategies to meet DOE goals to increase the procurement of EPA-designated items made with recycled content;.
- ensure awareness of the Department's Affirmative Procurement Program, when delegating responsibilities outside the procurement organization, e.g., purchase card and electronic commerce programs.

The Assistant Secretary for Environmental Management, in addition to his/her Program Secretarial Officer responsibilities shown above, shall:

- serve as the program coordination point of contact for all program related matters for Headquarters and field federal staff;
- collect and integrate site data and reports into agency-wide assessments and reports; and
- provide support to the DOE Environmental Executive in leading the implementation effort for the Department.

The Chief Financial Officer, in coordination with other Departmental elements, shall:

- provide policy guidance during the Department's annual budget process on DOE implementation of Executive Order 13101; and
- include DOE-wide metrics for this Order in the Department's Annual Performance Plan and in the Secretary's Performance Agreement with the President.

The Assistant Secretary for Environment, Safety and Health, in coordination with other Departmental elements, shall:

- integrate the provisions of Executive Order 13101 into forthcoming DOE Order 450.1, as appropriate, as the Order is finalized.



Department of Energy

Washington, DC 20585

1999-007541

MAY 17 1999

MEMORANDUM FOR THE SECRETARY

FROM:

Dan W. Reicher *DWR*
Assistant Secretary for Energy Efficiency
and Renewable Energy
Environmental Executive

SUBJECT:

ACTION: Implementation of Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition"

ISSUE:

Departmental Roles and Responsibilities to carry out EO 13101 have yet to be assigned.

BACKGROUND:

Executive Order 13101, signed by the President on September 14, 1998, assigns the head of each Federal agency the responsibility to incorporate waste prevention and recycling into the agency's daily operations and to increase and expand markets for recovered materials through greater Federal Government preference and demand for such products.

As the Department's Environmental Executive, I have leadership responsibility for Executive Order 13101. In order for the Department to meet its commitments, I recommend each Departmental Element carry out the responsibilities shown in the attached Secretarial implementation memorandum.

SENSITIVITIES:

These activities will compete with other programmatic and environmental, safety and health priorities.

POLICY IMPACT:

This initiative meets the President's intent to improve waste prevention, recycling and federal acquisition of items with recycled content at DOE facilities.



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RECOMMENDATION: That you sign the attached memorandum identifying Departmental commitments, and assigning responsibilities in meeting these commitments.

Approve:

Bill Richardson

Disapprove:

Date:

January 20, 2000

Attachment